

# Personal Protection Guide



**DEPARTMENT OF THE AIR FORCE**  
**AIR EDUCATION AND TRAINING COMMAND**

**MEMORANDUM FOR ALL RECRUITER AND AF ROTC PERSONNEL**

**FROM:** HQ AETC/SF

1851 First Street East, Suite 2  
Randolph AFB TX 78150-4316

**SUBJECT:** Force Protection and Personal Protection

1. The danger of terrorism and related criminal activity has taken a toll upon members of the Armed Forces. We have learned the lessons of not being prepared and poor situational awareness “the hard way” too many times. The Beirut USMC barracks bombing in the 1980s; OPM SANG bombing, Riyadh, Saudi Arabia; Khobar Towers, Dhahran, Saudi Arabia; Alfred P. Murrah Federal Building, Oklahoma, in the 1990s; and the USS Cole bombing, Yemen, in 2000. In the Murrah Federal Building, the Air Force, Army and Marine Corps lost service members in this horrendous act. In our heartland!

2. The military services continue to recruit, train and deploy forward to safeguard and defend the United States interests. In doing so, we make ourselves vulnerable to acts of terrorism and simple criminal activities. However, we do not have to accept this danger as an inevitable fact of military life. You can do something about it! You can prepare yourself and develop a healthy situational awareness to recognize potential threats to your life, or that of your loved ones.

3. Air Force Recruiting and Reserve Officer Training Corps (ROTC) organizations, by the nature of their business, find themselves vulnerable to individuals and organizations intent on attacking military symbols. Located in the heart of America, in our cities and on our universities and colleges, your doors are open to our future Air Force members. Your office facilities and government vehicles are easy to recognize and not protected by a base perimeter and an armed entry control point. You can do something about it! In doing so, you also better defend yourself from being a victim to simple criminal activities.

4. This handbook was put together to give you step-by-step procedures of inspecting your work place and vehicles. It also discusses personal security travel tips, tips on recognizing surveillance activities against you and how to deal with a bomb threat.

5. You are not required to memorize this handbook! But, you should familiarize yourself with the contents and keep it near to use when needed.

6. You provide a great service to the Air Force and this country! Sell our pride in service and commitment to peace, and take care of your family, yourself and your duty location. Thanks!

RICHARD K. ELDARD, Colonel, USAF  
Director of Security Forces

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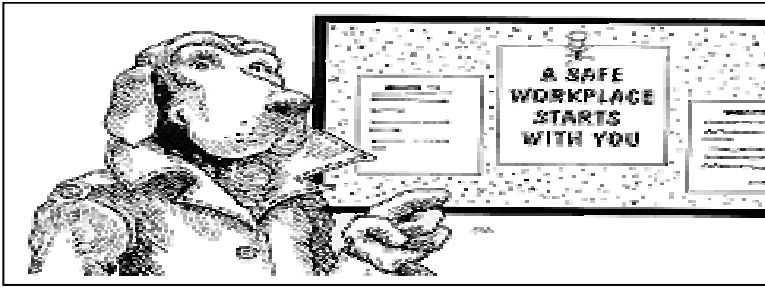
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## CHAPTER 1

### WORK PLACE SECURITY

The average American spends one-third of their day at work. This ratio increases for military members, especially recruiters, who normally work longer than a 40-hour work week. This is why the work place security is so important. Today every office, ranging from the one-man shop to a major defense firm's building has some sort of security program. The following is intended to be a template for developing a program tailored to your specific needs:

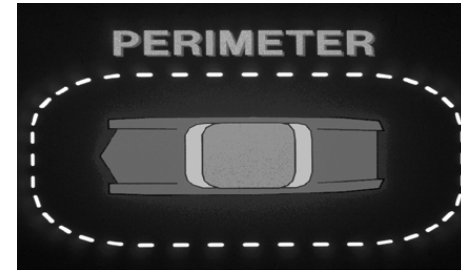


- \* Before you enter your office, first thing in the morning, do a quick exterior check for anything out of the ordinary.
- \* It is also a good idea before entering/leaving the recruiting station/office to scan for suspicious persons loitering in hallways and parking lots.
- \* Check the door to ensure it's not ajar or unlocked (especially since you locked it the night before).
- \* Try to arrange your office so that desks are not directly in front of windows (hazards range from flying glass from a bomb blast to providing an easy target for a sniper).
- \* Try to keep blinds closed as much as possible.
- \* If there is more than one entrance/exit, ensure secondary exits are kept locked to prevent outside entry.
- \* Do not leave money insecure or displayed openly.
- \* Mark valuables and store serial numbers and markings separately.
- \* Be careful about providing information on your office to strangers.
- \* Conduct end-of-day security checks.
- \* Ensure windows and doors are locked and secured before leaving.
- \* Ensure entrances/exits are well lit and report inoperative lighting.
- \* Do not leave keys to vehicles or office/building insecure.
- \* Ensure doors have adequate locking devices, such as dead bolts and strong locks.

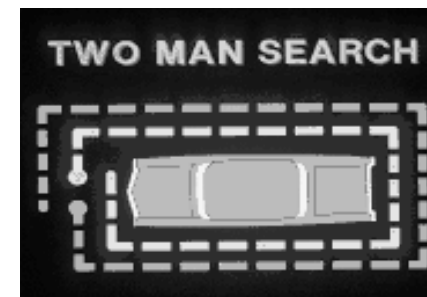
## CHAPTER 2

### VEHICLE INSPECTION/CHECK PROCEDURES

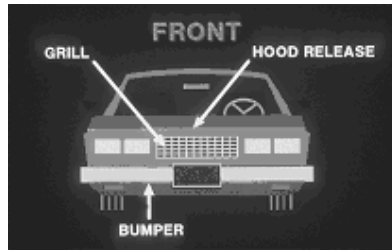
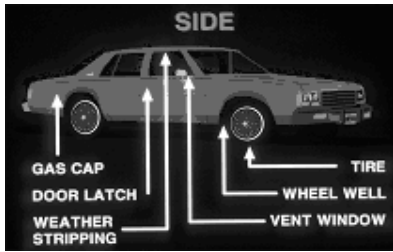
Your vehicles are probably one of the most important tools made available to you. You spend a lot of time on the road, traveling to schools, colleges, residences, induction stations and nearby installations. Unlike most government vehicles, your vehicles are usually parked off base when not in use. The parking lots are often poorly lit and infrequently patrolled by local police, making your vehicles potential targets for vandalism and tampering. Here are some tips on doing vehicle security checks to help you keep your vehicle safe and drivable. Consider using these periodically, particularly during higher THREATCONs or other times of concern which indicate increased vigilance.



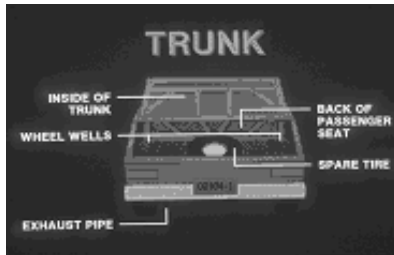
- \* When you first approach the vehicle you will be driving, do a walk around or perimeter check.
- \* Do the standard check for damages, dents, or missing parts.



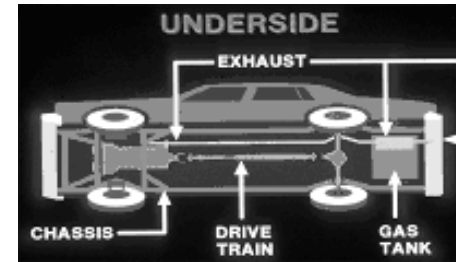
- \* If you have a second person available, have that individual walk in the opposite direction from you and do a thorough exterior search/inspection.



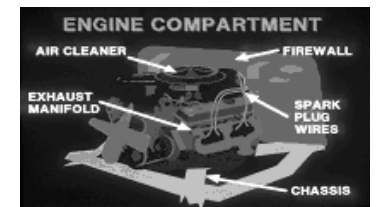
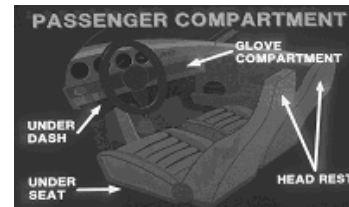
- \* Tires, wheel wells, and weather stripping are just some of the places a bomb or other device can be placed to hurt or kill you!
- \* In the front, check hood release to make sure it is not ajar.
- \* Check for damage to the grill or protruding wires or foreign objects.
- \* The bumper is an excellent place to conceal a bomb, don't overlook it.



- \* Check for obstructions around the wheels, or for anything that could damage the tires.
- \* Blocking the exhaust pipe is an effective way to immobilize and damage a vehicle, and cause carbon monoxide poisoning for occupants.
- \* Check under the rear of the vehicle for any protruding wires or objects placed in the rear bumper.
- \* Make sure the trunk is not open or ajar and no one is hiding inside.
- \* Check under the spare tire cover and tire itself for any hidden surprises, as well as serviceability of the tire.



- \* An inspection mirror, NSN 5120-00-618-6901, PN 12640 is an all metal mirror with a telescoping handle. This is excellent tool for underside checks.
- \* Although it is hard to see under the vehicle, check to make sure there are no protruding wires or foreign objects.
- \* Also, check for fluid leaks or loose parts which could impact your trip and cause a breakdown.



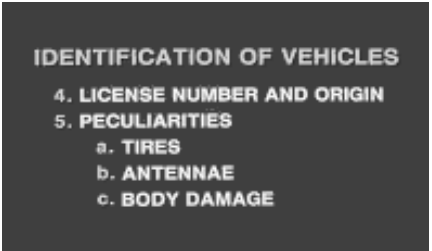
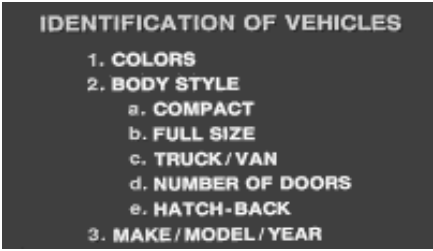
- \* Before entering the vehicle, check the back seat area for hidden passengers!
- \* It is always a good idea to keep the glove box locked. Make a quick check for any planted items and to ensure you have all the necessary paperwork (registration, insurance card, AF Form 1800, etc.)
- \* Lock or leave the glove compartment empty.
- \* Leave the visors down or in a position where nothing can be placed that does not belong there.
- \* Check under the dashboard for signs of tampering.
- \* Pop the hood for a quick look to make sure there are no hidden bombs or devices.
- \* Check fluid levels, belts, hose and electrical connections, battery condition and anything that could cause a breakdown.

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- \* Check under the dashboard for signs of tampering.
- \* Pop the hood for a quick look to make sure there are no hidden bombs or devices.
- \* Check fluid levels, belts, hose and electrical connections, battery condition and anything that could cause a breakdown.
- \* If your government vehicle does not already have one, look into obtaining a locking gas cap.
- \* Park on a hard surface if possible, as grass and/or mud can conceal wires or evidence of tampering.
- \* Consider installing an alarm or antitheft device. Vehicle control officers/NCOs should contact the supporting GSA/LGT office to see if this is feasible.
- \* A few extra minutes spent checking a vehicle can prevent a catastrophe!

**CHAPTER 3**  
**TRAVEL SECURITY**

Your vulnerability to terrorism increases when traveling outside the 50 states. Use these travel tips with common sense. Your visibility and personal profile become important for different reasons depending upon where you are traveling. Within our American society, you want to sell the Air Force and the pride you carry for being a member of the greatest Air Force in the world. When traveling in another society, you must use caution to keep from being a victim of terrorism—but, don’t throw the baby out with the bath water. Many of these tips can be used while traveling within the United States to keep you from becoming a victim of crime. Travel is a big part of your job. Though you may not deploy overseas, or go on extended TDYs, you will still travel to meetings, seminars, training courses, professional military education classes, and a variety of other events. This chapter covers some tips for safe travel, and to ensure the home front is secured as well.

- \* While traveling by car:
  - \* If you believe someone tampered with, vandalized or tried to break into your car, do not disturb anything.
  - \* Contact the police and complete a report!
  - \* Do not leave valuables in the vehicle, such as tape players, computers, etc. Lock these items in the trunk, out of view.
  - \* Always carry a set of jumper cables in case of a dead battery.
  - \* Have a first aid kit in the glove box or trunk for minor emergencies.
  - \* Always let someone know where you are going and your approximate return time.



- \* If you think a vehicle is following you, try to obtain the above information to give to law enforcement officials
- \* Know the locations of “safe havens,” such as police departments, hospitals, military bases, etc.

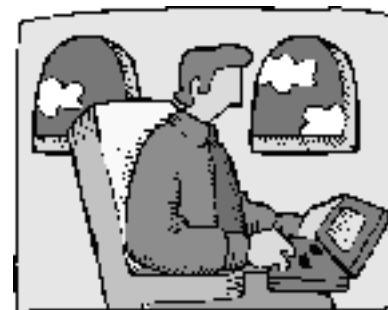


- o Avoid side streets, alleys, and areas off of main roadways.
- o Make it a habit to keep car doors locked at all times.
- o When you stop at intersections for traffic lights or signs, be alert and aware of your surroundings.
- o If you become a victim of car theft/carjacking:
  - \* Comply with the demands when confronted with force to take your vehicle.
  - \* Remember critical information about the suspect(s), like height, weight, clothing, race, sex, etc.
  - \* As soon as possible, report the incident to law enforcement officials.
- o When completing a statement for police, or providing information, remember:
  - \* Be accurate as far as times, locations, what was taken, etc.
  - \* Provide a direction of travel
  - \* Outline your thoughts with who, what, where, when, why and how when completing police reports.



- \* Above all, remember that your vehicle and valuables can be replaced, you cannot!

- \* While at the airport:
  - o Remain alert. Be a “people watcher.”
  - o Pass through security checkpoints as quickly as possible. If anything is going to happen, it will happen there.
  - o Do not allow others, other than airport workers, to handle your baggage.
  - o Do not accept baggage from others.
  - o Do not leave your baggage unattended, especially if you have already passed through security
  - o Book non-stop flights when possible.
- \* While on flights outside the CONUS:
  - o Try to get a seat in the rear, a window or middle seat (a skyjacker will proceed to the front of the plane and is more likely to notice people sitting in the aisle).
  - o Do not discuss your military affiliation with other passengers on the aircraft.
  - o Even on domestic flights, avoid working on government projects, or subjects, if possible.



- \* Remember, it is okay to travel in uniform in the continental US. The restrictions on traveling in uniform are for overseas and to/from a medium or high threat area.
- \* When traveling overseas, always attempt to travel on a tourist passport. DO NOT use your ID card in lieu of a passport.
- \* If traveling outside the CONUS, travel in conservative civilian clothing.



\* If traveling outside the CONUS, you and your family members, 12 years of age or older, need to obtain a Level Antiterrorism briefing from the OSI. For more information on your destination, check the State Department home page for travel advisories, warnings and restrictions.

\* When you get to your hotel:



o If possible, leave the “Do Not Disturb” sign on your door as much as possible.

o Use the security peephole or other means to check who is at the door before opening it.

o Do not leave valuables insecure.

o Keep your room as orderly as possible. This will provide you a better chance to recognize if someone was in your room going through your possessions.

o Do not, for any reason, leave classified or sensitive information, including laptop computers, unattended or insecure in your room.

o Remember, all phones are subject to monitoring. Be careful what you discuss.

o Make sure the door is locked when you leave.

o Do not give your room number to strangers.

o Try to get an inside room.

o Sleep away from street side windows.

o Leave lights and the television or radio on when the room is vacant.

o Answer the phone with “hello,” not your name and rank.

o Always develop a plan of action to quickly get out of the hotel in a hurry. Learn all exit routes.

o Do not use your rank when making reservations unless required.



o Use civilian addresses for tickets, luggage tags, reservations and other documents.



## CHAPTER 4

### PERSONAL AND FAMILY SECURITY

You and your family are our most valuable asset. You cannot be expected to provide a service to your country if you are preoccupied with your family's well being. Whether at home, traveling together, or separated for a short period of time, you want to be secure and want your family to be as well.

The tips in this chapter provide equal protection/awareness from both terrorist and criminal threats. They can be applied in any environment.

#### **\* At home:**

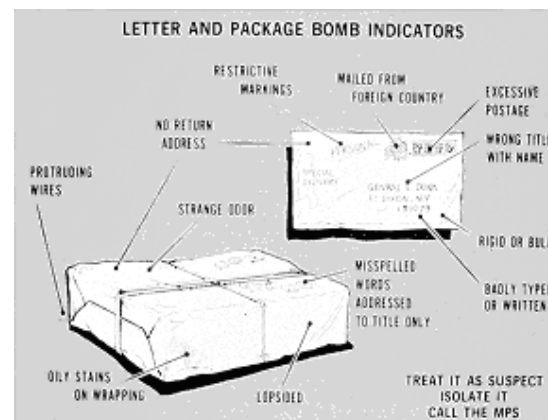
- o Remember, all the places where you thought to hide an extra key, a criminal already knows!  
Leave an extra key with a trusted neighbor or nearby relative.
- o If you are traveling, either TDY or on vacation, stop your home deliveries (newspaper, mail, packages, etc.)
- o If you are going to be away and have a dog, have a friend or neighbor care for the pet instead of kenneling it. The dog can be a valuable deterrent, keeping people away from an unoccupied home.
- o Keep your home clean and in good repair.
- o Be a good neighbor and get to know the people who live in your neighborhood!
- o Do not be afraid to get involved and call police when you see something suspicious.
- o Do not leave a second car in the same spot for a week. Have a neighbor move it.
- o Keep lawns cut in spring and summer and if applicable, snow removed in winter.
- o A family rarely goes a week without generating trash. Have a neighbor place your trash can out for pick up and even place trash in it.
- o Do not leave valuables, like securities, money, etc. insecure in an unoccupied house. Place them in a safety deposit box.
- o Consider timers for interior and exterior lights.

#### **\* Going TDY alone:**

- o Make sure your family knows how to contact with you.
- o Have a dead bolt and peephole installed on exterior doors for added security.
- o Make sure outside lights work.
- o An unusual or unknown place of origin.

- o Check interior window locks.
- o Keep drapes and curtains closed, instruct your family not to draw attention to the fact you are away.
- o Be suspicious of public works crews, meter readers, deliveries, etc. Always demand identification before opening doors.
- o Write down license plates and vehicle information for suspicious vehicles in the area.
- o Never leave children alone or unattended, know where they are at all times.
- o Instruct young children how to summon help.

#### **\* Suspicious letters and packages:**



- o Above are examples of suspicious packages and letter/package bombs.
- o Do not shake or submerge packages or letters in water.
- o Do not open!!!
- o Contact the police or fire department immediately if you suspect something is wrong and follow their instructions!
- o Indicators of possible mail or package bombs are:



- o No return address.
- o Excessive postage.
- o Abnormal size and/or weight.
- o Oily stains on the wrapping or package.
- o Wires or strings protruding from or attached to the package/letter.
- o Different return address than the postmark.
- o Misspellings on the package.
- o Peculiar odors (almonds, shoe polish, etc.)

## CHAPTER 5

### TERRORISM AND TERRORIST GENERAL INFORMATION

Terrorism is defined as the calculated use of violence or threat of violence to include fear; intended to intimidate government or societies in the pursuit of goals that are generally political, religious, or ideological. Terrorism is not just an overseas problem. As the World Trade Center and Alfred Murrah Federal Building bombings show, it can strike anywhere in America. In Oklahoma, six recruiters died, four Army and two Marines in their sixth floor offices. Two Air Force members in the social security office on the second floor also died. Terrorism can be international or domestic. Militia movement members, street gangs, criminals, mentally disturbed and disgruntled employees can all be considered terrorists. As a member of the armed forces, you are a “symbol” of a system or idea. Many people see a recruiting office as a target or a quick way to get publicity. During the height of the Vietnam War, recruiting offices were often targets of those opposed to the war. This was because these offices were the most visible and accessible symbol of the “military-industrial complex.” As such, they were subject to acts of vandalism and arson. This holds true today, as the typical operating locations of recruiting stations makes you vulnerable. There are relatively simple ways to decrease your chances of become a target or victim of terrorism. Here are some examples:



\* Terrorists carefully plan their operations, using time as their greatest asset. They will attack or seize what they consider a “soft target.”

- o Unpredictability in daily activities increases your survival chances against criminal and terrorist acts.
- o Although your workplace is located in the civilian community, consider using random antiterrorism measures (RAMs) as an affordable and easy way of increasing unpredictability/security. The RAMs selected should not be readily apparent to the general public.

- o RAMs are found in AFI 31-210, The Air Force Antiterrorism/Force Protection (AT/FP) Program Standards.

- \* Situational awareness is also a key to survival.
- \* Know where and to whom to go to for information or help.
- \* Obtain necessary travel advisories prior to traveling on leave or going TDY.
- \* There are many web sites available to obtain information on organized gangs, militia, hate, and international terrorist groups that may be operating in your area.
- \* The security forces and Air Force Office of Special Investigations (AFOSI) have resources available to help make you smarter on the location you will be working in.
- \* Things like attending church at the same time, establishing a set schedule for favorite activities and scheduling meetings at the same time create behavior that make you and your family more predictable, and a soft target.
- \* Timely and accurate reporting of suspicious activities to the authorities may prevent a criminal or terrorist act from occurring.

The threat is real! An example, just in the State of Texas, there are:

- \* 51 militia and patriot groups (1999 Southern Poverty Law Center Research Site)
- \* 11 Texas cities reported street gangs (1998 FBI report shows San Antonio alone with 891 identified gang with 18,000 members)
- \* 19 hate groups, including the Ku Klux Klan
- \* Six international terrorist organizations (field offices engaged in fund raising and “cultural exchanges)

There are several web sites with outstanding material on travel security, personal protection and tips when visiting or transiting through foreign countries. Your servicing installation antiterrorism officer or NCO can be of assistance in obtaining these sites.

## CHAPTER 6

### COUNTER SURVEILLANCE

As you conduct your daily business, it is important to “Look for the absence of the normal and the presence of the abnormal.” This is not a complicated statement! Be observant of things or people and activities that are not a normal part of the surroundings. Surveillance is a normal prelude to criminal or terrorist actions. Whether it takes 5 minutes or 5 weeks, the “bad guy” will first check you and your surroundings out. Surveillance is defined as the continuous or periodic act of observing by surreptitious means, a person, place or a thing for the purpose of gathering information otherwise unavailable or impractical to obtain. Terrorists will survey a target for long periods of time to gather intelligence and look for complacency or weak spots to exploit. Remember, terrorists look like you and me. They could be the clergy member walking down the street, a person walking a dog, a woman with a baby, a door-to-door salesman or a utility worker. Persons conducting technical surveillance, will normally use still cameras, video cameras and recording/listening devices. This equipment could be placed in a vehicle, room or building that provides a vantage point to observe you, your home or work place. So, how do you determine if someone is watching you?



#### \* Detection Methods:

- o Document neighborhood workplace and traffic patterns for people and vehicles.
- o Be situationally aware of people, vehicles, workmen and delivery people.
- o Foot surveillance (passive maneuvers) - use windows, tie a shoestring and look around, drop an object and pick it up, do a 180-degree natural turn.
- o Vehicle surveillance (passive maneuvers) - vary your speed, signal for turns and then keep going straight, do a U-turn, just stop past a hill or beyond a curve, circle the block.
- o Become familiar with possible choke-points (areas where you must cross every day and/or where you can't get away).

o If you believe you are under surveillance:

\* Conceal your suspicions.

\* Do not force a confrontation.

\* If you can, call the authorities and report what is going on.

\* Be situationally aware.

\* Practice determining estimates (speeds, direction, etc.)

\* Practice using descriptive terms and visualization.

\* Observe general characteristics of a person and his/her vehicle (race, gender, height, weight, hair color, etc.)



\* Note details of the vehicle (body style, size, color, make, model, license plates, etc.)



\* Inform your supervisor and authorities.

## BOMB THREAT AND OFFICE SEARCH PROCEDURES

Bomb threats are the most common threat situations recruiters face. Incident reports are received on an almost weekly basis of bomb threats occurring on one of our military installations, or against a recruiting station.

Bomb threats are delivered in a variety of ways. The majority of threats are called directly to the intended target. Occasionally, these calls are through a third party. Sometimes the threat is communicated in writing or recorded and delivered to a radio or television station. Two common factors for bomb threat are:

1. The caller has definite knowledge or believes that an explosive or incendiary bomb has been or will be placed and he/she wants to minimize personal injury or property damage. The caller may be the person who placed the device or someone who has become aware of such information.

2. The caller wants to create an atmosphere of anxiety and panic that will, in turn, result in disruption of normal activities at the effected facility.

Whatever the reason for making a bomb threat, there will certainly be a reaction to it. Through proper planning, the potential for over or under reaction can be greatly reduced.

Through proper preparation, you can reduce panic, the most contagious of all human emotions. Panic is sudden, excessive, unreasoning, infectious terror. Once it has set in, it increases the potential for property damage and personal injury. In the context of a bomb threat, panic is the ultimate achievement of the caller.

You can increase your office's preparedness by having a physical security and bomb threat incident plan. The plan must be explained and exercised so everyone in the office knows what to do. When planning for a bomb incident, a definite chain of command or line of authority must be established. A clearly defined line of authority will instill confidence and prevent panic. Since most recruiting offices are located off base, it would be very helpful for your office to establish a bomb threat kit. This kit should include blueprints of the building where the recruiting station or detachment is located, along with photographs of the layout of the office. Good prior planning would include having local law enforcement, campus police and fire department personnel visit your office to become familiar with its layout. Have a predetermined assembly point should the building have to be evacuated. The assembly point should be far enough away from the building to protect you from a bomb blast, and in an area where no vehicles are located. A common terrorist tactic is to hide a secondary device in or near vehicles set to detonate when the building is evacuated. Training is critical! People in your station need to react quickly if a bomb threat is received. Personnel should be told to avoid windows if they hear a bang or explosion of any kind. The majority of injuries in a bomb blast are from flying glass. A bomber will sometimes detonate a small device to bring people to windows, then detonate a larger device.

Be familiar with your office area. Be able to detect what does not belong there, and what is out of place. Be aware that bombs can be constructed to look like almost anything and can be placed or delivered in any number of ways. The probability of finding a bomb that looks like the stereotypical dynamite bomb is extremely low. Most bombs are homemade and are limited in design only by the imagination and resources available to the bomber.

Most commercial buildings have some type of physical security program in place. These measures will include basic things like locks on windows and doors, outside lighting and external security patrols. These all increase security. Here are some additional facts to remember. Standoff distance is the best defense for bomb attacks. Where possible, create standoff distance from buildings or your station. Heavy shrubs and vines should be kept close to the ground to eliminate hiding places for people and devices. Window planters and trash cans offer great places to hide a bomb!

Good housekeeping is vital. Trash or dumpster areas should remain as trash and debris free as possible.

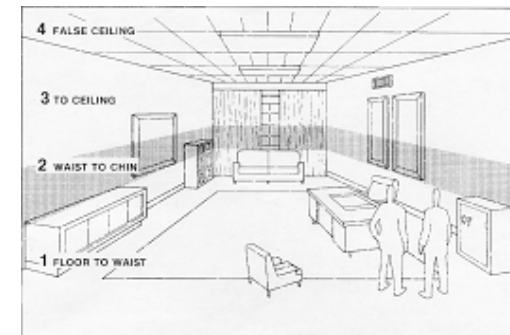
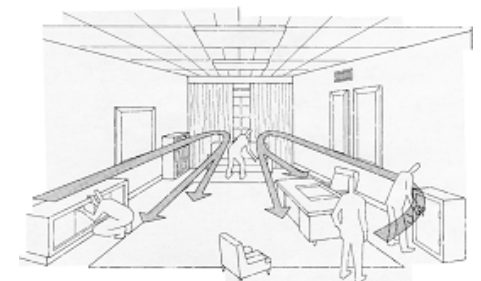
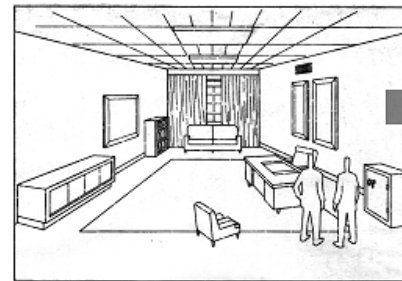
When responding to a bomb threat:

- o Make sure everyone knows what to do when a bomb threat is received via telephone or e-mail.
- o If the bomb threat is received by telephone, have the person receiving the call remain calm and try to write down all the information identified on AF Form 440, Bomb Threat Checklist.
- o Make sure an AF Form 440 is positioned by each telephone.
- o Keep the caller on the line as long as possible.
- o If possible, record every word spoken by the caller.
- o Try to identify voice characteristics, accents, gender, age, etc.
- o If the caller does not indicate the location/detonation time of a bomb, try to get this information.
- o Pay particular attention to background noises.
- o Remain available to law enforcement personnel for interviews.
- o If the bomb threat is received in writing, do not disturb or excessively handle the document/envelope.
- o If the threat is received over e-mail, do not delete or disturb until law enforcement personnel have seen the e-mail.

Once the bomb threat is received, senior leaders must decide on a course of action. There are three courses of action the on-scene commander can take. Follow all instructions given by responding fire and police.

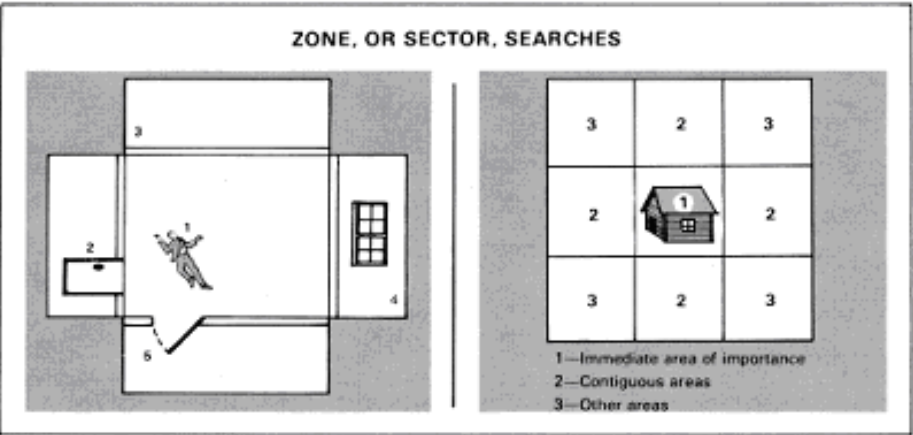
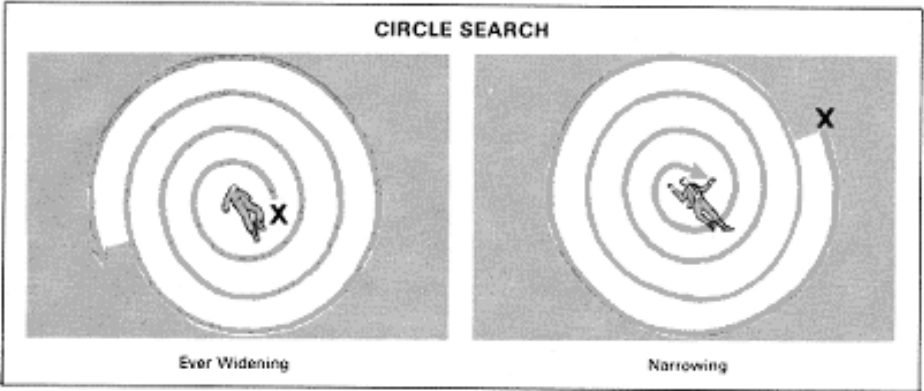
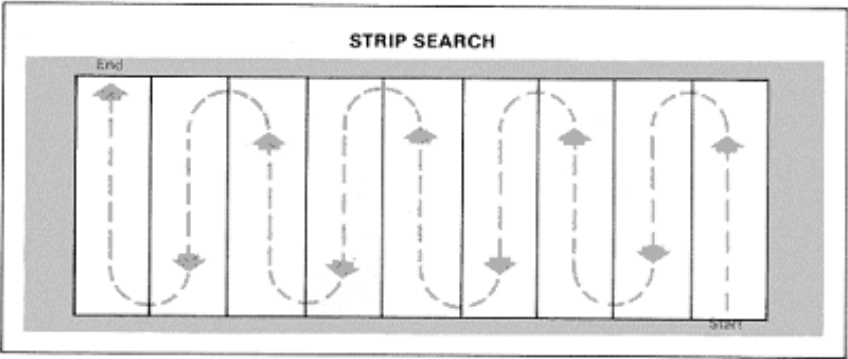
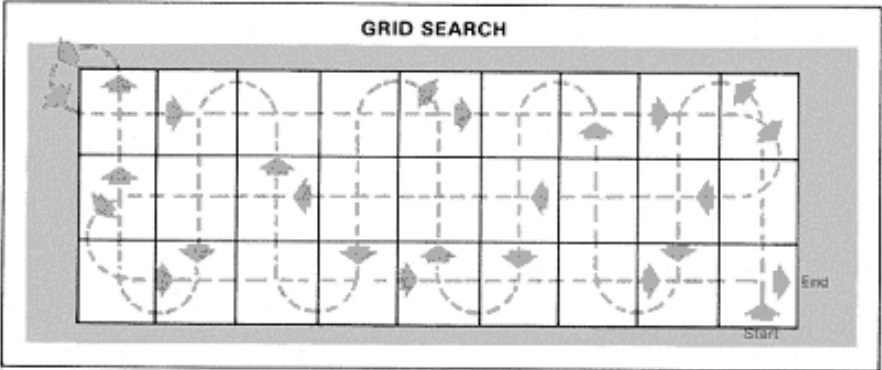
- o They can ignore the threat.
- o They can order an immediate evacuation of the office.
- o They can search and evacuate if warranted.
- o If any of the latter two are taken, local law enforcement personnel must be notified. The closest military installation and the controlling recruiting squadron should also be notified.

If the decision is made to search for the explosive device, the search team should, when possible, be made up of three people. Two people, one very familiar with the area, and a runner will conduct the search. Search teams should be limited to the absolute minimum. If the station has multiple floors, one search team per floor is usually the norm. The pictures below show proper search procedures:



It is important to conduct a systematic and thorough search. Divide the area into sectors and begin at floor level, working your way towards the ceiling. If something out of the ordinary is found, do not touch it! Contact on-scene emergency personnel immediately!

Below are additional search procedures you can use to ensure you are conducting a thorough search



No matter which procedures you use, make sure you are systematic and thorough.

Favored locations for planting explosive devices are also shown. Remember, only the imagination of the bomber limits the locations where explosive devices can be placed. This is just a sample. It is important to do a systematic and thorough search.

If anything is found, do not disturb it. Have a runner contact the on-scene commander with the location and known information on the device. Treat all bomb threats seriously, no matter how many times they occur. If any new media shows up, refer them to the public affairs representative on scene. Above all, remain calm and follow instructions. A few minutes of preparation, awareness and calm can prevent a catastrophe!

## CHAPTER 9

### CIVIL DISTURBANCE AND ACTS OF DISOBEDIENCE

Civil disturbances arise from acts of civil disobedience. Civil disturbances may arise from a number of causes. Most often, it is because of political grievances, social unrest or terrorist acts/foreign influences. Civil disturbances, in any form, are prejudicial to public law and good order. Many times, protestors are demonstrating against some act or event caused by the government. As representatives of the government, military members are at risk of becoming targets. During the Vietnam War era, recruiting stations and ROTC detachments on university and college campuses were frequent targets of protests, demonstrations and criminal acts (arson, vandalism, theft). Recruiters and ROTC detachment personnel rarely have the protection of either law enforcement or other military readily available. This is where quick action, common sense and knowledge will pay off. If you know a demonstration or civil disturbance is about to happen near your duty location:

- \* Contact civil authorities immediately.
- \* Contact your nearest military installation and command element.
- \* If possible, stay away from the area. Your presence could inflame the situation and cause injury or death.
- \* If you are at your duty location, try to secure the building and any people inside. If the building has multiple entrances/exits, use them to leave the area without being seen.
- \* Before leaving, try to secure any high value or pilferable items.
- \* Draw blinds, shades, and curtains to reduce damage from rocks or objects thrown at your building.
- \* Stay away from windows!
- \* Comply with all instructions of authorities on scene.

If you are traveling in a vehicle and come upon a civil disturbance scene:

- \* Try to leave the area as quickly as possible by backing out.
- \* If you cannot back out of the area, try to turn onto a side road and quickly leave the area.
- \* If a side road doesn't exist, you may have to exit the vehicle and leave on foot. Your vehicle can always be replaced. You, your family members and coworkers cannot.

If you are caught in the open, on foot, by a violent individual or crowd:

- \* Look for avenues of escape.



- \* Try to remember anything about the individual(s) involved; (height, weight, gender, race, etc.)
- \* Report the incident as quickly as possible.
- \* Take no actions that will endanger your life, or the life of others, except in self-defense.
- \* Try to comply with the individual's demands. Remember your safety!

Civil demonstrations can erupt with little, or no warning and can quickly get out of control. Stay situationally aware, remain calm, use common sense and think!

Civil disturbances and acts of disobedience do not routinely happen overnight or spur of the moment. There is usually a buildup period of increased tensions or intelligence indicators that something may be getting ready to happen, either in a specific area or on your campus. The detachment or squadron (for recruiters) commander must establish operational procedures, such as coming to work in civilian attire, staying away from the office, or meeting at the nearest military installation or federal building. Another outstanding practice is to have a senior person with proper clearances receive updated intelligence information. If possible, a scenario involving a civil disturbance or protest should be exercised at least annually, so everyone is aware of their responsibilities.

## CHAPTER 10

### SECURITY OF RECRUITING SERVICES OUTREACH VEHICLES

As part of an effort to broaden the Air Force's appeal to potential new recruits and take the Air Force message to more public venues, AFRS has adopted the use of "outreach" vehicles. These mobile multimedia displays incorporate the latest in visual and electronic advertising mediums; they are frequently seen on the interstate highways as they travel to some of our largest cities and smallest towns. Because of their high visibility, these vehicles could become the target of someone wishing to make a statement against the US government and/or the military through vandalism, or outright destruction. The presence of high value electronic equipment on board the trailers also makes them susceptible to theft. In addition, it is not always possible, or practical, to park the outreach vehicles on a military installation when they are not in use. To help those of you who may be tasked to travel with the outreach vehicles have a safer and more successful trip, the security checklist below has been prepared:

- \* Prior to departure, obtain local threat and criminal activities briefings from your local AFOSI
- \* Make sure the vehicle is ready for the trip (serviceability, fuel, jumper cables, emergency equipment and required forms)
- \* Use a team approach. If the area the vehicle is traveling to has only one recruiter assigned, consider taking more personnel to assist with security
- \* Try to locate a secure site for display setup (well lit and traveled; around other businesses)
- \* Conduct a walk-around of the area and the tractor trailer to identify any possible trouble spots, vehicle conditions, etc
- \* Make contact with local police shortly after arrival (brief them on your desired locations and obtain any criminal activities updates)
- \* Make sure local emergency numbers are known (besides 911)
- \* Maintain control, as much as possible, of crowds entering the display area
- \* If an incident occurs, secure the scene as best possible to preserve evidence (if possible, do not touch anything)
- \* Report any incidents to the nearest military installation and recruiting squadron
- \* At the end of the day properly account for and secure all equipment
- \* Ensure the vehicle is locked securely

\* If the vehicle is parked on a military installation, make sure base military police/security forces know its location. Ask them to conduct hourly checks if possible

\* In the morning, take time to do a proper-walk around of the vehicle before leaving



## BOMB THREAT CHECKLIST

1. Number at which the call was received \_\_\_\_\_

2. Length of the call \_\_\_\_\_

3. Time of call \_\_\_\_\_

4. Date of call \_\_\_\_\_

5. Exact words of the caller

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### Questions to ask the person calling in the bomb threat:

6. When is the bomb going to detonate? \_\_\_\_\_

7. Where is the bomb right now? \_\_\_\_\_

8. What kind of bomb is it? \_\_\_\_\_

9. Did you plant the bomb? \_\_\_\_\_

10. Why? \_\_\_\_\_

11. If, you did not plant the bomb, who did?

\_\_\_\_\_

12. Where are you? \_\_\_\_\_

13. What is your name? \_\_\_\_\_

**Additional information to annotate:**

14. Caller's gender \_\_\_\_\_

15. Approximate age \_\_\_\_\_

16. Accent \_\_\_\_\_

17. Did the voice sound familiar to you? \_\_\_\_\_

18. Background sounds \_\_\_\_\_

19. Language spoke \_\_\_\_\_

**Actions:**

20. Did someone notify the police? Time notified: \_\_\_\_\_

21. Evacuate building, work center: \_\_\_\_\_

22. Is everyone accounted for: \_\_\_\_\_

23. If a device is discovered, is the area secured \_\_\_\_\_

**END OF DAY SECURITY CHECKLIST**

1. Ensure all computers are turned off.

2. Secure sure all personal effects.

3. Secure government vehicle keys.

4. Ensure all classified, if applicable, is secured in approved containers.

5. Ensure windows and additional entrances/exits are locked/secured.

6. Check all windows, ensure they are secured.

7. Turn off all appliances (coffee pots, microwave ovens, radios, etc.)

8. Turn on exterior lighting, if applicable.

9. Turn on interior security lighting, if applicable.

10. Ensure the door is locked and secured behind the last person out.

11. Double check all vehicles, ensure they are locked and no valuables are left in them.

## VEHICLE CHECKLIST

1. Observe the vehicle as you are approaching it for anything out of the ordinary.
2. Do a walk around of the vehicle, looking for anything out of the ordinary.
3. Check the trunk to make sure it is not ajar.
4. Look into the interior to ensure no one or nothing that does not belong is in the vehicle.
5. Do a more detailed walk around of the vehicle, looking for things like protruding wires, tape, etc.
6. Check for any fresh damage or signs of vandalism.
7. Check the gas cap to make sure it is still there and there is no evidence of tampering.
8. Check the hood for any wires prior to lifting the hood.
9. Check the engine area for any loose wire, hoses, protruding items, etc.
10. Check the interior for any suspicious things (wires, packages, etc.)
11. Make sure you have all your proper forms are present and the AF Form 1800 is annotated.
12. Ensure you have enough gas for your journey.
13. Make sure you have a serviceable spare tire and possibly jumper cables.

## QUALITY FEEDBACK

Every process in an organization has a customer. You are our customer and we want to meet your needs. We want to ensure all information in this handbook is relevant, accurate and as current as possible. Above all, we want the information to be useful to you. Therefore, we need your feedback on the handbook. After you have read this handbook, please take a few minutes to comment on the content, format and its usability. Also, if you have an idea or recommendations that would be of interest or value, please let us know.

Your responses are strictly voluntary. If you do not feel comfortable, you do not have to give your name or other identifiable information. Please send your responses to:

HQ AETC/SF  
1851 First Street East, Suite 2  
Randolph AFB TX 78150-4316  
Telephone: DSN 487-5003  
FAX: DSN 487-3636

COMMENTS:\_\_\_\_\_

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